

**BROWNFIELD REDEVELOPMENT AUTHORITY
APPROVED MINUTES**

July 21, 2015

Call to Order:

Chairperson Robert Fisher called the Brownfield Redevelopment Authority meeting to order at 7:30 a.m.

Roll Call: Carol Betts, Emily Coles, Ralph Crew, Robert Fisher, and Richard Hult

PRESENT: Carol Betts, Emily Coles, Robert Fisher, and Richard Hult

ALSO PRESENT: Mark J. Warba, Mayor, Steve Sobers, City Manager, Eric Williams, City Attorney, Mark Sweppenheiser, Director of Neighborhood Services, and Jim Sandy, Director of Economic Development Director.

ALSO PRESENT: Bret Stuntz, AKT Peerless, and Janet Michaluk, Project Manager, AKT Peerless.

ABSENT: Ralph Crew

APPROVAL OF MINUTES

Moved by, Richard Hult, seconded by Carol Betts to approve the Brownfield Redevelopment Authority minutes of the regular meeting of April 21, 2015 as presented.

Motion passed unanimously.

PUBLIC COMMENTS –

Jim Sandy updated the group on the County Brownfields. The County has approximately 5-6 new Brownfield projects currently. They will be meeting next Tuesday to review these projects. They will be using up all of their Assessment Grant monies on these projects. Three of these projects are in the City.

It was asked when Brownfield applications would come to the City and not the County. As the City's BRA has been established, all new Brownfield projects within the City will be considered a City Brownfield. Further, the County's assessment money, unless it is extended, is done September 2015. Up until that time, the City may request use of the County's assessment money subject to its availability.

General Business

Mr. Stuntz was introduced to the Authority as the new AKTPeerless representative who will be assisting Ms. Michaluk with these training meetings.

Bret Stuntz of AKT Peerless and Janet Michaluk, Project Manager gave the fourth of five presentations on Brownfield development.

Policies & Procedures

Ms. Michaluk went over the draft Policies and Procedures for the City of Big Rapids Brownfield Redevelopment Authority. The following policies will need to be incorporated into the Policies and Procedures: Conflict of Interest, Freedom of Information Act, Fixed Asset Disposal, Records Management and Retention, and Travel Policy. The City has several of these policies that can just be inserted. Janet will get with Eric Williams, City Attorney, regarding these policies.

On page 12 of the Policies & Procedures it states that *once an application is received, the BRBRA Chairperson, or designated board member, will review the application for completeness.* This should be changed to say **or primarily City Staff member**. Ms. Michaluk will make this change.

The Big Rapids Brownfield Redevelopment Authority is required by the State to have a Seal, so the Authority will be using the City of Big Rapids City Seal for any documents requiring one.

Application Form

Ms. Michaluk discussed the application form. The following suggestions were recommended:

- Have the instructions on how to fill out the application form on the City's website
- Create a sample application for applicants to follow
- Have a flowchart of the application process
- Insert "attach copy of purchase agreement" on form
- Create line item for Private funding
- Put definitions on the website

On the application form, the lines will expand to accommodate a lot of information.

The developer will be the person filling out the application form. There is no requirement to have a purchase agreement at the time of applying for a Brownfield plan, but there are questions on the application that ask about ownership of the property. The applicant can also have a purchase agreement with contingencies such as an environmental study.

When an application form is received from the City, staff and Mecosta County Development Corporation will begin reviewing it. If it is deemed an eligible application, a meeting of the Brownfield Redevelopment Authority will be scheduled and the process will begin. All members will receive a packet to review before the meeting. This board will meet "as needed".

The group will walk through a sample application at the next meeting.

Areas of Focus

Attachment 2- Riverfront: map needs to include the State land that the City just purchased, Wolverine World Wide and the ballfield. Mark Sweppenheiser will make that change.

Attachment 3- Eastside Commercial District: map needs to follow the White Pine Trail to include the Depot and the commercial area on Maple. Mark Sweppenheiser will make that change.

Both maps need to indicate and have highlighted the Brownfield sites that have already been completed.

Advertisement

Mayor Warba discussed a handout regarding a proposed bid letter advertising for a commercial real estate professional to handle the sale of the Hanchett's property. It was discussed as to whether the City should advertise locally, statewide, or nationally for a real estate broker. This is a wonderful location whereby the City can dictate what they would like to see for the future of Big Rapids. The Authority was asked to review and recommend the best way to advertise this piece of property at the next meeting.

Ms. Michaluk will make the proposed changes that were discussed. Finalization of the Policies & Procedures, Application Form, and Areas of Focus will take place at the August 25th meeting.

The Next meeting will be August 25, 2015 at 7:30 a.m. in the Commission Chambers at City Hall.

There being no further business to come before the board, the chair declared the meeting adjourned at 8:50 a.m.

Respectfully submitted,

Tamyra K. Gillis, MMC
Secretary